Design Build As-Built Plans Process

Once construction is complete and all changes have been recorded on the "As-Built" plans, the plan set is to be submitted directly to the Office of Design Policy & Support and will be processed as follows.

Innovative Delivery

1. Place the plans in the *CST\Construction Plans\As Built Plans* folder in ProjectWise setting the Document Type as follows.
   Document Group: *Preliminary Engineering*
   Document Category: *Design Plans*
   Document Type: *As Built Plans*

2. Set the **Public Access** for all plans in the *CST\Construction Plans\As Built Plans* folder.
   a. Select all the files in the folder.
   b. Right-click and select **Modify**.
   c. Select the **GDOT Environment** tab.
   d. Scroll down to **Public Access** and enter **1** for the value.
   e. Click on **Apply** and then **Close**.

3. Set the **Sheet Types** for all sheets under the *CST\Construction Plans\As Built Plans* folder.
   a. Select all the same type files in the folder
   b. Right-click and select **Modify**
   c. Select the **GDOT Environment** tab.
   d. Scroll down to **Sheet Type** and select the appropriate sheet type from the drop-down.
   e. Click on **Apply** and then **Close**.
   f. Continue until all sheet types are assigned to the plans.

4. Send an email to the Engineering Document Management staff (EDMDocs@dot.ga.gov) to notify them of the new project.

EDM STAFF

5. Set **Final Status** on the files in the *CST\Construction Plans\As Built Plans* folder.
   a. Select all files.
   b. Right-click and select **Change State=>Set Final Status**
   c. Click **OK**

6. Create a Document Set in the *Record Plan Set* folder.
   a. Navigate to the *PI\Record Plan Sets\ 15 - As Built Plans* folder.
   b. In the folder, right-click and select **Set=>New**.
   c. In the *Create Document Set* dialog, enter *As Built Plans* for the **Name**, leave the **Description** field blank, and click on **OK**.
   d. Navigate back to the *CST\Construction Plans\As Built Plans* folder and select all files in the folder.
   e. Drag the files into the Document Set dialog box that should still be open.
   f. Close the Document Set dialog box.